



**Agenda**  
**NOTICE OF MEETING: Board of Directors Meeting**  
**Date: September 19, 2016**  
**Time: 5:30 PM**

**Location: Tiverton Public Library, 34 Roosevelt Ave, Tiverton: Learning Center**

**The items to appear on the agenda are as follows:**

- 1. Approval of minutes of previous meetings:** August 22, 2016 Board Meeting minutes
- 2. Public Comments**
- 3. Department Reports:**
  - a. Treasurer's Report**
  - b. General Manager's Report**
  - c. Superintendent's Report**
  - d. Office Manager's Report**
- 4. Update on USDA Projects**
- 5. Note Rollover**

Pursuant to the terms of R.I.G.L. § 42-46-6 Notice. – (a) All public bodies shall give written notice of their regularly scheduled meetings at the beginning of each calendar year. The notice shall include the dates, times, and places of the meetings and shall be provided to members of the public upon request and to the secretary of state at the beginning of each calendar year in accordance with subsection (f).

(b) Public bodies shall give supplemental written public notice of any meeting within a minimum of forty-eight (48) hours before the date. This notice shall include the date the notice was posted, the date, time and place of the meeting, and a statement specifying the nature of the business to be discussed. Copies of the notice shall be maintained by the public body for a minimum of one year. Nothing contained herein shall prevent a public body, other than a school committee, from adding additional items to the agenda by majority vote of the members. School committees may, however, add items for informational purposes only, pursuant to a request, submitted in writing, by a member of the public during the public comment session of the school committee's meetings. Said informational items may not be voted upon unless they have been posted in accordance with the provisions of this section. Such additional items shall be for informational purposes only and may not be voted on except where necessary to address an unexpected occurrence that requires immediate action to protect the public or to refer the matter to an appropriate committee or to another body or official.

86 Main Street | Tiverton | Rhode Island | 02878 | 401.625.6701 | [info@twwd.org](mailto:info@twwd.org)  
Dial 7-1-1 or 1-877-243-2823 to connect with Rhode Island Relay

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call [\(800\) 795-3272](tel:8007953272) (voice), or [\(202\) 720-6382](tel:2027206382) (TDD).



**Board of Directors Meeting,  
Tiverton Public Library, Learning Center, 5:30 PM  
September 19, 2016  
Approved Minutes, 10/24/16**

**Meeting Time and Location:** Tiverton Public Library, Learning Center, 5:30 PM

**TWWD Board present:** Leroy Kendricks (LK); Chris Nearpass (CN); Paul Northrup (PN); Scott Humphrey (SH) Colleen Stanton (CS)

**TWWD Board absent:** None

**TWWD personnel present:** Steve Berlucchi (SB); Sarah Stearns (SS); Pat Nannini (PNN)

**TWWD personnel absent:** Nan Godet (NG)

**Public:** None

LK called the meeting to order at 5:30 PM.

**1. Approval of Minutes of previous meetings:** August 22, 2016 Board of Directors Meeting

LK called for a motion to approve the minutes of the August 22, 2016 Board of Directors Meeting. PN so moved; SH seconded. Motion to approve passed unanimously, after minor edits.

**2. Public Comments:** None

**3. Department Reports:**

- a. Treasurer's Report (see appended): PN reviewed major items. Discussion followed.
  - i. Operating Cash Position: Sewer System Maintenance higher than forecast, due to the purchase of the eRPortal software.
  - ii. Major Variances from Budget: The variances are timing issues; budget is on-track.
  - iii. Watuppa Plantation: LK spoke to Town Administrator Matt Wojick, re: settling the lawsuit, presenting a bill to the town for the additional funds spent. SH prepared a report of who still needs to pay (3 properties). SH asked what absorbing the 30K overage does to the District's Budget. PN responded it would be tight. SS mentioned that

we are collecting fees for new construction; and anticipate some fees from Longplex and Twin River, if approved, although we may not see additional revenue until the 2017 Budget.

- iv. Phase 1 Loan Management: see item #5
- b. General Manager's Report (see appended): SB reviewed major items. Discussion followed.
  - i. Phase 1 Expansion: Letters will go out on October 1<sup>st</sup> to those properties that have either declined project inclusion; or are tying in on their own. These property owners will have 90 days to comply. Bay St has been added to the project scope, 14 properties are on an existing sewer line, and a neighborhood meeting will be held on Tuesday September 20. This additional group will be subject to finding additional funding to resolve soil contamination issues.
  - ii. A meeting for Poplar Ave residents will be held on Thursday September 22<sup>nd</sup>, to review the results of the Independent Appraisal, and obtain neighborhood feedback on the project.
  - iii. The Summerfield Lane, Bellview Ave and Old Colony Terrace properties will have an independent appraisal completed to present to the property owners.
- c. Superintendent's Report (see appended): SS reviewed major items. Discussion followed.
- d. Office Manager's Report (see appended): PNN reviewed major items. Discussion followed.
  - i. A/R Collections: Focus on collecting the over 90 days past due accounts has been successful. More information still needed in regard to the ability to place a tax lien on properties in Countryview Estates. SH prepared a comparison of the past 4 months for the % of past due accounts, the trend is going down slowly but additional review is needed. PNN and SB are meeting with NTFD on Wednesday Sept 21<sup>st</sup> to discuss shutoff and collections.
- 4. Update on USDA Projects: Current Status and Discussion
- 5. Note Rollover:
  - a. LK called for a motion to approve Bond renewal with BayCoast Bank. PN so moved; SH seconded. Motion passed unanimously.

*LK called for a motion to adjourn. SH so moved; CS seconded. Motion passed unanimously. The meeting was adjourned at 6:47 PM.*

# TIVERTON WASTEWATER DISTRICT

## TREASURER'S REPORT

September 19, 2016

### Operating Cash Position:

Balance 7/31/16	= \$140K
Administrative Fees	= 26K
Sewer Usage Fees Collected	= 43K
On-Site Service Fee	= 38K
Other Revenue	= 3K
Payroll Expense	= ( 11K)
Sewer System Maintenance	= ( 6K)
Pump Station Equipment	= ( 3K)
Pump Station Service	= ( 3K)
Other Expenses	= ( 4K)
Balance 8/31/16	= \$223K

The balance of \$223K is \$12K less than projected due to revenue being \$3K lower (Sewer Usage Fees) and disbursements being \$9K higher (Sewer System Maintenance & Pump Station Equipment) than forecasted.

### Budget Year to Date:

Revenue is 49% better than budget due to On-Site Service and Administration Fees. Expenses are 50% under budget due to Sewer Usage Fee Expense which will be paid in September.

### Major Variances from Budget:

- Administration Fees - \$14K better than budget
- On-Site Service Fee - \$35K better than budget
- Sewer Usage Fee Expense – \$67K under budget

### Watuppa Plantation:

Balance in our checking account as of 8/31/16 = \$89,361. Assessments paid for eleven properties equal \$116,796. Expenditures from the original \$150,000 are the \$5,000 Webster fee, \$136,798 for construction, \$28,192 for engineering, \$1,500 for communications, and \$5,945 for attorney's fees. Total cost to date = \$177K, which is \$27K over budget. The difference will have to be paid with normal operating funds or be reimbursed to TWWD by the Town.

### Interim Loan:

Balance in our money market account at BayCoast Bank as of 8/31/16 = \$1,744,532. Treasurer working with BayCoast, fiscal advisor and bond counsel for October renewal which will be \$2M @ .6% with additional borrowing later once we expend 85% of the current loan as IRS requires.

### Phase 1 Loan Management:

General Manager, Office Manager, and Lisa Andromalos working on a plan to manage billings.

Paul B. Northrup  
Treasurer

## **TIVERTON WASTEWATER DISTRICT GENERAL MANAGER'S REPORT**

Prepared by: Stephen Berlucchi – September 14, 2016

### **1. Phase 1 - Abutter's Project- 49 properties proposed**

- a. 37 properties have or will sign up.
- b. 5 properties connecting privately. Will be given 90 day notices October 1, 2016.
- c. 2 properties connected already.
- d. 3 refusals. Will be given 90 day notices 10/1/16.
- e. 2 properties no responses. Will be given 90 day notices 10/1/16.
- f. Have added Rite Aid to list and contacted corporate. No response yet. Will get 90 day notice.
- g. Proposing to add 14 properties on Bay St. to the abutters project. Will be contacting RIDOT, DEM, and Town about contaminated waste remediation.

### **2. Phase 1 Expansion Project**

- a. Poplar Ave. – Have received roadway easement appraisal from Certified Appraiser, Allan Booth. His conclusion is that the roadway easement adds value to the abutters property because of sewer installation and roadway reconstruction. Easements are needed from all abutters for the installation of mainline in roadway. A public meeting for residents is scheduled for 9/22/16, 6 PM, at the Library.
- b. Summerfield Lane – Sarah and I met with Mr. Troia today. He is receptive to an easement for a sewer line through his property to connect gravity system to interceptor. We also have contacted the owner of adjacent property. AECOM to prepare a preliminary easement plan for appraisal. Will meet again with both abutters when appraisal ready. This easement is necessary for a gravity system to be installed for the neighborhood.
- c. Bellview Ave. – Have received easement plan for sewer main through private properties at bottom of hill. Easement needed to have a gravity system for the neighborhood. Will have easement appraised for future negotiations.

Old Colony Terrace - Met with owner of property at #601. An easement is needed through property to connect gravity system for entire Robert Gray Area to

the interceptor. Owner is receptive to easement. Will have easement appraised for future negotiations.

**District Engineer/Superintendent's Report for  
September 19, 2016  
Tiverton Wastewater District Board of Directors Meeting**

**I. On-Site Wastewater Disposal Systems:**

- a. Heavy call volume from real estate inquiries.
- b. 1 complaint of overflowing septic – no violation observed at the site.

**II. Wastewater Collection Systems:**

- a. Sewer Tie-In Activity
  - a. Starting to get inquiries from contractors about tying in Lake Avenue properties. Working with contractors to help them understand technical and permitting requirements including City ordinance requiring tie-in to both water and sewer. There are 9 Tiverton properties which could be connected to the Lake Ave low pressure sewer line. 1 of these requires a permanent easement between neighbors.
  - b. Villages of Mount Hope Bay – 6 new construction units permitted for connection to sewer. Contractor hired to do tie-ins excavated and found portions of the private sewer were never constructed, which were supposed function as a sewer main for the condo units. Developer is working on getting a new stamped plan to the District as they want to modify design to work with what portions of the sewer are in place and given the layout and grade of the condo units.
  - c. Lateral tie cards are created during tie-in inspections, filed with each property in TWWD records & electronic database for any future issues or questions.
- b. CMMS purchased from eRPortal. Awaiting rollout and scheduling data entry.

**III. Pump Stations O&M**

**Industrial Way Pump Station**

Pump station is in good operating condition. Load bank testing of the station's diesel generator was completed on September 8, 2016. The following are planned maintenance:

- ☐ Cleaning of wet well will be conducted in late Fall.

**Hurst Lane Pump Station**

Pump station is in good operating condition.

**Blackbird Court Pump Station**



Pump station is in good operating condition. No movement on Bill of Sale/Easement from Hometown America due to TWWD refusal to pay their legal fees.

#### **Schooner Drive Pump Station**

Pump station is in good operating condition. The following are planned maintenance:

- ☐ Cleaning of wet well will be early Fall.
- ☐ Tree removal slated for October.

#### **Mill Street Pump Station**

Pump station is in good operating condition. Load bank testing of the diesel generator was completed on 9/8/16. The following are planned maintenance:

- ☐ Cleaning of wet well will be conducted in late Fall.

### **IV. Design Projects**

- a. USDA Year 1 Project – Riverside & Robert Gray (104 & 94 Properties)
  - a. Right of Way –
    - i. Summerfield Lane – permanent easement over existing drainage easement needed from 2 property owners
    - ii. Old Colony Terrace –permanent easement needed from 1 property owner
    - iii. Trailer Avenue – researching easement coverage that was recorded at time existing sewer was built. If limited to extents of sewer, may need easements from 2 property owners.
    - iv. Poplar Drive- permanent easement needed from 21 properties (17 different owners). Alternative to easement is to route low pressure sewer up Riverside Drive right of way (unpaved portion).
    - v. Sunderland Heights-approach will be to interface with property owners one on one since there are much fewer that the District needs easements from. Alternative to easement is to serve properties from Riverside Drive and 2 properties would need easements through neighboring property.
  - b. Plans – Reviewing 100% Progress Plans. Expect to have a lot of comments on the Plans between TWWD Staff and will be meeting with AECOM. Looking to hold weekly teleconferences with AECOM from here on out.

- c. Specifications - requesting updated specifications from AECOM.
  - d. Budget Reviews - Review completed for August. AECOM invoices paid to date.
- b. USDA Year 1 Project - Abutters (49 Properties) - See GM Report
- c. USDA Year 2 Project (238 Parcels) - Robert Gray Phase 2 \$5.3M Public/\$1.2M - Looking to schedule public meetings Fall 2016.
- d. USDA Phase 3 Project (186 Properties) \$5.689 Lepes Road Area, Robert Gray Area (north edge) and Mill St Area - Looking to schedule public meetings Fall 2016 combining Robert Gray with Lepes Road Areas; Mill Street area to be separate due to CDBG funding and different assessments.
- e. Tiverton Twin River Casino - No new activity to report.
- f. Long Sports Complex
  - a. Letter issued to owner outlining the procedure for TWWD Plan approval, developer agreement, and construction permit for privately financed sewer extension.
- g. Tiverton Industrial Park - No new activity to report.
- h. Lifespan Medical Office Building at Ford Farm
  - a. Pending final inspection of finish work at cleanout, backflow, and manhole, TWWD to issue discharge permit to Town Code Office.

**TIVERTON WASTEWATER DISTRICT  
OFFICE/BOOKKEEPER'S REPORT**

Prepared by: Patricia Nannini

September 19, 2016

	Revenue Billed	Notes	Payments Received	Notes
Admin Fee	\$3000.89	Non-billing month	\$3340.06	
Sewer Use Fees	\$7729.09		\$9026.49	
Penalties	\$747.91		\$264.67	
Betterment Assessment		WP Special Assessment	\$22075.00	
Collections/Balance Forward			\$200.00	
Total:	\$11477.89		\$34906.22	

A/R Collections:

- Aging as of 9.14.16: **\$59794.09**
- Current: \$9739.12
- 30-59 days: \$8813.07
- 60-89 days: \$4261.25
- 90+ days: \$36981.46

Of the \$36981.46 accounts that are over 90 days past due,

19 accounts are on payment plans, and have made payments within the last 30 days:  
\$15848.95

1 account is a Watuppa Plantations assessment account  
\$10600.00

1 account is for Bourne Mills (net 60 – they have been contacted)  
\$5649.73

3 accounts have been contacted, and said they would remit payment  
\$659.49

3 accounts are in Countryview (abandoned, no contact from customer)  
\$2260.87

5 accounts are not in Countryview (abandoned, no contact from customer)  
\$1956.77